

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 7 January 1958

FROM : Chief, Clerical Training

SUBJECT: Report Number 1, Week of 31 December 1957 - 6 January 1958

1. Numbers in Clerical Induction Training. During the week of 31 December there were 48 people in Clerical Induction Training. There were no new people included in this group.

2. Numbers in Clerical Orientation Training. The Clerical Orientation program was not held the week of 30 December 1957.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 31 December were as follows:

| | <u>Tested</u> | <u>Qualified</u> |
|-------------|---------------|------------------|
| Shorthand | 4 | 0 |
| Typewriting | 7 | 4 |

4. Clerical Refresher Training Program Number 74 Completed 13 December 1957. Clerical Refresher Training Program 74 ended 13 December 1957 with 75 students enrolled from the following agency components: DDP, 31; DDI, 20; DDS, 24. The total students enrolled were 75.

5. Clerical Refresher Training Program Number 75 Begins. Clerical Refresher Training Program 75 began on Monday, 6 January 1958, with students enrolled from the following agency components: DDP, 20; DDS, 19; DDI, 14. The total students enrolled are 53.

6. Chief, Clerical Training on Leave.
Chief, Clerical Training, is on annual leave for the week of 6 - 12 January 1958.

7. Acquisition of IBM Machine. On Monday, 6 January, a new IBM Regular was acquired by Clerical Training for use in the training classes.

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